



**CITY OF EAST ORANGE  
DEPARTMENT OF BUSINESS ADMINISTRATION  
DIVISION OF PROCUREMENT  
EAST ORANGE, NEW JERSEY 07018  
(973) 266-5162**

**REQUEST FOR PROPOSAL  
MUNICIPAL BUDGET CONSULTANT  
(for City Council)**

***FAIR & OPEN PUBLIC SOLICITATION***

- **DATE: WEDNESDAY, DECEMBER 2, 2015**
- **TIME: 1:00 PM**
- **PLACE: MUNICIPAL COUNCIL CHAMBER  
44 CITY HALL PLAZA  
EAST ORANGE, NJ 07018**
- **CLEARLY MARK ENVELOPE:**

**MUNICIPAL BUDGET CONSULTANT  
(for City Council)**

## **REQUEST FOR PROPOSAL MUNICIPAL BUDGET CONSULTANT (for City Council)**

The City of East Orange, in the County of Essex, New Jersey (the “City”) is soliciting proposals from qualified firms interested in providing Municipal Budget Consultant Services for City Administration. Proposals will be received by the Purchasing Committee in the East Orange City Hall, Council Chamber, on **WEDNESDAY, DECEMBER 2, 2015 at 1:00 p.m. prevailing time**, at which proposals will be publicly opened and read aloud.

Detailed Request For Proposals are on file at the Division of Procurement, City Hall, 1<sup>st</sup> floor, between the hours of 9:30 am – 4:00 pm., Monday through Friday or can be downloaded from the City of East Orange’s website: [www.eastorange-nj.gov](http://www.eastorange-nj.gov) . If picked up on site, there will be a non-refundable cost of \$25.00 per RFP packet to cover the cost of printing and administrative expenses. Checks are to be made payable to the CITY OF EAST ORANGE. Proposal is to be enclosed in a sealed envelope and distinctly show the name of the bidder and marked:

### **MUNICIPAL BUDGET CONSULTANT (for City Administration)**

All Professional Service Contractors are required to comply with the requirements of N.J.S.A. 10:5-33 et seq. Affirmative Action, P.L. 1975, c. 127, N.J.A.C. 17:27 et seq. (Contract Compliance and Equal Employment Opportunities in Public Contract), N.J.S.A. 52:32-44 (Business Registration of Public Contractors) and N.J.S.A. 52:25-24.2 (Disclosure of Ownership).

Unless otherwise provided, in any supplement to these instructions to consultant, no consultant shall modify, withdraw or cancel the proposal or any part thereof for sixty (60) days after the time designated for the receipt of proposal in the advertisement or Request For Proposal. For any questions regarding such, please contact Lisa L. Jackson, Purchasing Agent at (973) 266-5162.

Lisa L. Jackson, Q.P.A  
Purchasing Agent.  
CITY OF EAST ORANGE

# **CITY OF EAST ORANGE**

## **PUBLIC NOTICE FOR THE SOLICITATION OF PROFESSIONAL SERVICE CONTRACTS APPOINTMENTS SHALL BE FROM JANUARY 2016 THROUGH DECEMBER 2016.**

**The following is a description of the professional services needed, including, *where appropriate*, a description of tasks involved:**

### **BUDGET CONSULTANT (for City Council)**

The Budget Consultant must:

Be knowledgeable of modern government budgeting problems, concepts, practices, and methods and their application to specific situations, and of statistical and research theory practices, and procedures;  
Possess a minimum of five (5) years of experience in the development, evaluation, analysis, and revision of budgetary control systems and in budget preparation and presentation.

### **SCOPE OF SERVICES FOR BUDGET CONSULTANT**

The City of East Orange seeks Qualification Statements/Proposals from Respondents that have expertise in the provision of services of a Budget Consultant. The services requested include but are not limited to the following:

- The City of East Orange City Council seeks a qualified firm/individual to review, analyze and provide guidance on the Calendar Year 2016 Municipal Budget.
- The successful respondent will be required to meet with City Council members,
- Attend City Council budget hearing meetings,
- Meet with Administration as necessary,
- Attend all City Council meetings where formal action on the budget is scheduled,
- And to provide relevant reports as requested by a majority of the City Council.

The term of the contract between the City of East Orange and the successful Respondent will be one (1) year.

### **GENERAL CRITERIA**

The successful respondent shall have 5 years experience with the New Jersey Calendar Year Municipal Budget; knowledge of New Jersey Budget Laws and Regulations; be a Registered Municipal Accountant in the State of New Jersey and/or a Certified Municipal Financial Officer in the State of New Jersey with at least 5 years experience.

## **MANDATORY MINIMUM REQUIREMENTS**

Having met the previous listed requirements, the following must be included with Respondent proposals:

- Legal name and address of individual or firm name
- Years in business and experience in working on New Jersey calendar year municipal budgets
- Resume of person(s) to be assigned or named City Council Budget Consultant
- The names and contact information of 3 current calendar year municipal budget clients

## **CITY OF EAST ORANGE**

### **INFORMATION FOR PROFESSIONAL SERVICES ENTITIES (FAIR & OPEN PUBLIC SOLICITATION PROCESS)**

#### **1B.1 RECEIPT AND OPENING OF SUBMISSIONS**

##### **1B.1.1 OWNER AND PROJECT**

The City of East Orange, Essex County, New Jersey (hereinafter called the “OWNER”) invites submissions for the service(s) mentioned in the Public Notice for Solicitation.

##### **1B.1.2 TIME AND PLACE OF SUBMISSION OPENINGS**

City Purchasing Agent will receive submissions at the time and place mentioned in the Public Notice for Solicitation, and at such time and place will be publicly opened and read aloud.

##### **1B.1.3 SUBMISSIONS NOT IN COMPLIANCE**

The City of East Orange’s Municipal Council may waive any informality or reject any or all submissions, in accordance with the Fair and Open Public Solicitation Process for Professional Service(s).

##### **1B.1.4 WITHDRAWING SUBMISSIONS**

Submissions forwarded to the Division of Procurement before the time of opening of submissions may be withdrawn upon written application of the professional services entity who shall be required to produce evidence showing that they are or they represent the principal or principals involved in the submission. Submissions may not be withdrawn within twenty-four (24) hours of the stipulated time of opening of submissions. Once submissions have been opened, they must remain firm for a period of sixty (60) days.

#### **1B.2 QUALIFICATIONS OF PROFESSIONAL SERVICES ENTITIES**

##### **1B.2.1 INDIVIDUALS PERFORMING TASKS**

Name and roles of the individuals who will perform the tasks and descriptions of their education and experience similar to the services contained herein.

##### **1B.2.2 PAST PERFORMANCE**

Documented past performance of same and/or similar service.

##### **1B.2.3 REFERENCES**

References and record of success of same or similar service.

##### **1B.2.4 DESCRIPTION OF ABILITIES**

Description of ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff)

##### **1B.2.5 COST DETAILS**

If applicable, cost details including the hourly rates of each of the individuals who will be performing services, and all expenses.

#### 1B.2.6 TECHNICAL PROCESS AND EQUIPMENT

Description of technical process and equipment used in performing the task(s).

#### 1B.3 PREPARATION OF SUBMISSIONS

##### 1B.3.1 COMPLETION OF SUBMISSIONS

Each submission must be provided on a Standardized Submission Form as supplied in the submission package, and signed by the professional services entity or principal thereof and shall contain the name, address, and telephone number of the professional Services entity. All prices and amounts must be written in ink or preferably typewritten. Each signatory to the submission must initial all erasures or corrections. Each submission shall be contained in sealed envelope addressed to the **LISA L. JACKSON, PURCHASING AGENT, East Orange City Hall. Division of Procurement, 44 City Hall Plaza, East Orange, NJ 07018** and said envelope shall **specify the Title Budget Consultant**. The submission(s) is to be clearly marked **“Sealed Submission Enclosed”** and must be delivered at the place and time specified or mailed so as to be received prior to the opening time set in the advertisement. Submissions received after the hour herein named or in unsealed envelopes shall not be considered.

The City of East Orange will not be responsible for submissions forwarded through the U.S. Mail or any delivery service if lost in transit at any time before submission opening, or if hand-delivered to incorrect location.

The submission shall be accompanied by (1) a Non-Collusion Affidavit, (2) a Disclosure of Ownership Form, (3) an Insurance Requirement Acknowledgement Form, (4) a Mandatory Equal Employment Opportunity Notice Acknowledgement, (5) a copy of the applicable Business Registration Certificate, (6) a Professional Services Entity Information Form, (7) a Qualification Submission, and (8) an Acknowledgement of Corrections, Additions or Deletions Form.

All forms listed above, (# 1 through # 8) shall be completed in their entirety.

##### 1B.3.2 ERRORS IN SUBMISSIONS

If applicable, in the event there is a discrepancy between the unit prices and the extended totals, the unit prices shall govern or if between the correct sums of the extended totals and the total submission submitted, the correct sum shall govern. Amounts written in words shall govern over the amounts written in numerals.

#### 1B.4 TIME FOR AWARD OF CONTRACT

The contracting unit shall award the contract or reject all submissions within such time as may be specified in the invitation for submission, but in no case more than sixty (60) days, except that the submissions of any professional services entities who consent thereto may, at the request of the contracting unit, be held for consideration for such longer as may be agreed.

The award of the Contract for this service will not be made unless the City’s Chief Financial Officer has certified the necessary funds in a lawful manner.

#### 1B.5 MODIFICATIONS OF SUBMISSIONS

Any professional services entity may modify his submission by mail, courier or hand delivery at any time prior to the scheduled closing time for receipt of submissions. The City of East Orange, prior to the closing time, must receive such communication. The communication should not reveal the submission price but should provide the addition to or subtraction from or other modification so that the City of East Orange will not know the final price(s) or term(s) until the sealed submission is opened.

## **1B.6 REJECTION OF SUBMISSIONS**

### **1B.6.1 MULTIPLE SUBMISSIONS NOT ALLOWED**

More than one submission from an individual, a firm or partnership, a corporation or association of principals under the same or different names shall not be considered.

### **1B.6.2 UNBALANCED SUBMISSIONS**

Submissions, which are obviously unbalanced, may be rejected at the option of the City of East Orange.

### **1B.6.3 RIGHT TO REJECT SUBMISSIONS**

The right is reserved to reject any or all submissions in whole or in part if not in compliance with standardized submission requirements.

### **1B.6.4 METHOD OF AWARD OF SUBMISSIONS**

The right is reserved by the City of East Orange to award submission on a “service by service” basis, “per project” basis, in part or in whole as determined by the City of East Orange.

### **1B.6.5 RIGHT TO WAIVE INFORMALITIES RESERVED**

The City of East Orange expressly reserves the right to waive any informality in any submission, and to accept the submission, which in the City of East Orange’s judgment serves its best interests.

## **1B.7 PROFESSIONAL SERVICES ENTITY REFERRED TO LAWS**

The attention of the professional services entity is especially directed to the provisions of Federal, State, County and Local Government statutes and regulations that may apply to the work.

## **1B.8 PAYMENT**

Checks are processed by the City of East Orange’s Finance Department on the 1<sup>st</sup> and 15<sup>th</sup> of each month. It is necessary that the approved signed vouchers be accompanied by an invoice and be submitted as soon as possible.

## **1B.9 TRANSITIONAL PERIOD**

In the event that a new contract has not been awarded prior to the contract expiration date, it shall be incumbent upon the professional services entity to continue the contract under the same terms and conditions until a new contract(s) can be completely operational. At no time shall this transition period extend more than ninety (90) days beyond the expiration date of the contract.

## **1B.10 FACSIMILE DOCUMENTS PROVIDED IN A SUBMISSION**

Under no circumstances, on submission documents requiring authorized signatures, will the City of East Orange accept documents provided through facsimile machines.

## **1B.11 CONTRACT COMPLIANCE AND EQUAL EMPLOYMENT OPPORTUNITY IN PUBLIC CONTRACTS**

Professional services entities are required to comply with the requirements of **N.J.S.A. 10:5-31 et seq.** and **N.J.A.C. 17:27 et seq.**

#### 1B.12 GENERAL REQUIREMENTS/INFORMATION

The professional services entity shall guarantee any or all material and services supplied under these specifications. Defective or inferior items shall be replaced at the expense of the professional services entity.

It is understood by the professional services entity that this submission is provided on the basis of standardized submission requirements prepared by the City of East Orange and the fact that any professional services entity is not familiar with these standardized submission requirements or conditions will not be accepted as an excuse.

#### NO MINIMUM PAYMENT IS IMPLIED OR GUARANTEED.

City of East Orange reserves the right to cancel any contract entered into upon thirty (30) days written notice.

CONTRACT TERM: Pursuant to N.J.S.A. 40A: 11-3 (b), ....” Contracts for professional services pursuant to subparagraph (i) of paragraph (a) subsection (1) of section 5 of P.L. 1971, c.198 (N.J.S.A. 40A: 11-5) may be awarded for a period not exceeding twelve (12) consecutive months”.

This solicitation is for a one (1) year contract for services commencing on or about January 2016 through December 2016.



# **CITY OF EAST ORANGE**

## **STANDARDIZED SUBMISSION REQUIREMENTS & SELECTION CRITERIA**

**(Fair & Open Public Solicitation Process for Professional Services)**

The City of East Orange seeking sealed submissions in response to a Public Notice for the Solicitation of a Professional Service Contracts.

**The standardized submission requirements shall include:**

1. Name of firm, primary business address and principal contacts of names, titles and staffing plan listing those persons who will be assigned to the account. Relevant resume information and number of years of relevant professional experience for the individuals assigned to the account must be included (i.e. - projects similar to the services contained here, education, degrees and certification).
2. References and record of success of same or similar service.
3. Description of ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff).
4. Cost details, including the hourly rates of each of the individuals who will perform services and time estimates for each individual, all expenses and total cost of “not to exceed” amount.

**The Selection criteria to be used in awarding contracts shall include:**

1. Qualifications of the individuals who will perform the services/tasks and the amounts of their respective participation.
2. Experience and references.
3. Ability to perform the services/tasks in a timely fashion, including staffing and familiarity with the subject matter.
4. Cost consideration- including, but not limited to, historical costs for similar professional services, expertise involved and comparable costs for comparable public entities.

**Please Note this Additional Requirement:**

Professional services entities shall submit **one (1) unbound original, four (4) additional sets and one (1) compact disc (cd)** of their sealed submission on or before **December 2, 2015 – 1:00 p.m.**

**ALL OF THE  
FOLLOWING  
DOCUMENTS  
MUST BE INCLUDED  
WITH  
PROPOSAL**

# CITY OF EAST ORANGE

## CHECKLIST

### **PROFESSIONAL SERVICE: MUNICIPAL BUDGET CONSULTANT (City Council)**

**SUBMISSION DATE: December 2, 2015 – Wednesday**

The following items, as indicated below (x), shall be provided with the receipt of sealed submissions:

Business Entity Disclosure Certification .....	_____X_____
Bidder's Affidavit .....	_____X_____
Non-Collusion Affidavit .....	_____X_____
Disclosure of Ownership Form .....	_____X_____
Insurance Requirement Acknowledgement Form .....	_____X_____
Mandatory Equal Employment Opportunity Notice Acknowledgement ...	_____X_____
Copy of your Certificate of Employee Information Report .....	_____X_____
Copy of your Business Registration Certificate as issued by the State of New Jersey, Department of Treasury, Division of Revenue .....	_____X_____
Professional Service Entity Information Form .....	_____X_____
Qualification Submission Form .....	_____X_____
Acknowledgement of Corrections, Additions or Deletions Form .....	_____X_____
Statement of Indebtedness Form .....	_____X_____
Agreement for Payment of Commodity/Service Form .....	_____X_____
Letter of Intent .....	_____X_____
Letter of Qualification .....	_____X_____

Reminder:

Please submit one (1) original (unbound), four (4) copies and one (1) compact disk (CD) set of the sealed submission.

**BUSINESS ENTITY DISCLOSURE CERTIFICATION  
FOR NON-FAIR AND OPEN CONTRACTS  
Requires Pursuant to N.J.S.A. 19:44A-20.8  
CITY OF EAST ORANGE**

**Part I-Vendor Affirmation**

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that the <name of business entity> has not made and will not make any reportable contributions pursuant to N.J.S.A. 19:44A-1 et seq. that, pursuant to P.I.2004, c.19 would bar the award of this contract in the one year period preceding December 31, 2014 to any of the following named candidate committee, joint candidates committee; or political party committee representing the elected officials of the CITY OF EAST ORANGE as defined pursuant to N.J.S.A.19:44A-3(p), (q) and(r).

Lester E. Taylor, III  
Romal D. Bullock  
Tyshammie L. Cooper  
Sharon Fields  
Ted R. Green  
Alicia Holman

Lonnie Hughes  
Christopher D. James  
Jacquelyn E. Johnson  
Andrea D. McPhatter  
Quilla E. Talmadge

**Part II- Ownership Disclosure Certification**

☐ I certify that the list below contains the name and home address of all owners holding 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business entity:

- ☐ Partnership      ☐ Corporation      ☐ Sole Proprietorship      ☐ Subchapter S Corporation  
☐ Limited Partnership      ☐ Limited Liability Corporation      ☐ Limited Liability Partnership

**Name of Stock or Shareholder**

**Home Address**

**Part 3 – Signature and Attestation:**

The undersigned is fully aware that if I have misrepresented in whole or part this affirmation and certification, I and / or the business entity, will be liable for any penalty permitted under law.

Name of Business Entity: \_\_\_\_\_

Signed: \_\_\_\_\_ Title: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Subscribed and sworn before me this \_\_\_\_ day of \_\_\_\_\_, 2 \_\_\_\_.

\_\_\_\_\_  
(Affiant)

My Commission expires: \_\_\_\_\_

\_\_\_\_\_  
(Print name & title of affiant) (Corporate Seal)

## **BIDDER'S AFFIDAVIT**

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

\_\_\_\_\_ being duly sworn, deposes and says that he  
resides at \_\_\_\_\_  
\_\_\_\_\_

and that he is the \_\_\_\_\_  
(Title)  
of \_\_\_\_\_  
(Name of Organization)

who signed the above Proposal of Bid, that he was duly authorized to sign and that the Bid is the true offer of the Bidder, that the seal attached is the seal of the Bidder and that all declarations and statements contained in the Bid are true to the best of his knowledge and belief.

He further deposes that he has submitted herewith a list of names and addresses of all stockholders and/or partners owning a 10% or greater interest in compliance with P.L. 1977, Chapter 33, effective as of March 8, 1977.

\_\_\_\_\_  
**Affiant**

Subscribed and Sworn before me  
This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
(Notary Public) (Seal)

\_\_\_\_\_  
(Commission expiration date)

# NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY )

) SS:

COUNTY OF

)

I, \_\_\_\_\_ of the City/Township of \_\_\_\_\_

in the County of \_\_\_\_\_ and the State of \_\_\_\_\_

of full age, being duly sworn according to the law on my oath depose and say that:

I am, \_\_\_\_\_ (Title)  
(a partner, or officer of the firm of, etc.)

of the firm of \_\_\_\_\_

the bidder making the Proposal for the above named project, and that I executed the said Proposal with full authority so to do; that said bidder has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above-named project; and that all statements contained in said Proposal and in this affidavit are true and correct, and made with full knowledge that the CITY OF EAST ORANGE, NJ relies upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by

(Name of Contractor)

(Also type or print name of affiant under signature)

Subscribed and sworn to

before me this \_\_\_\_\_ day

of \_\_\_\_\_ 20\_\_\_\_\_

Signature of:

Bidder, if the bidder is an individual  
Partner, if the bidder is a partnership  
Officer, if the bidder is a corporation

Notary Public of: \_\_\_\_\_

My commission expires: \_\_\_\_\_

(11/99)

## OWNER DISCLOSURE CERTIFICATION

This Statement Shall Be Included with RFP Submission

Name of Business \_\_\_\_\_

☐ I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

OR

☐ I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

OR

☐ I certify that there are no stockholders

Check the box that represents the type of business organization:

☐ Partnership

☐ Corporation

☐ Sole Proprietorship

☐ Limited Partnership

☐ Limited Liability Corporation

☐ Limited Liability Partnership

☐ Subchapter S Corporation

☐ Other (describe) \_\_\_\_\_

Sign and notarize the form below, and, if necessary, complete the stockholder list below.

### Stockholders:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Subscribed and sworn before me this \_\_\_\_ day of

\_\_\_\_\_,  
20 \_\_.

\_\_\_\_\_  
(Affiant)

(Notary Public)

\_\_\_\_\_  
(Print name & title of affiant)

My Commission expires:

(Corporate Seal)

## **CITY OF EAST ORANGE**

### **INSURANCE REQUIREMENTS AND ACKNOWLEDGEMENT FORM**

Certificate(s) of Insurance shall be filed with the City's Clerk's Office upon award of contract by the Municipal Council.

The minimum amount of insurance to be carried by the selected Professional Service Entity shall be as follows:

#### **Professional Liability Insurance**

Limits shall be a minimum of \$1,000,000.00 for each claim and \$1,000,000.00 aggregate each policy period.

\*Vendor / Firm shall not commence operations until Township has been furnished original certificate(s) of Insurance and certified original copies of endorsements or policies of insurance in the amounts and/or minimum coverage(s) required in this proposal.

Acknowledgement of Insurance Requirement:

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**(Signature)**

---

**(Date)**

---

**(Printed Name and Title)**



# AFFIRMATIVE ACTION AFFIDAVIT

(Items No. 2 through Item No. 6 to be completed  
by firms with less than 50 employees)

STATE OF NEW JERSEY )  
COUNTY )

I, \_\_\_\_\_ of the (City, Town, Borough of \_\_\_\_\_  
in the County of \_\_\_\_\_, State of \_\_\_\_\_ of full age, being duly sworn  
according to law on my oath depose and say that:

1. I am (President, partner, owner) of the firm \_\_\_\_\_  
a bidder making a proposal upon the above named project. We have fifty (50) or more employees and have  
forwarded an Affirmative Action Plan to the State. \_\_\_\_Yes \_\_\_\_No

2. \_\_\_\_\_ does not have 50 employees or more inclusive of  
all officers and employees of every type.

3. I am familiar with the affirmative action requirements of P.L. 1975, c 127 and rules  
and regulations issued by the Treasurer, State of New Jersey pursuant thereto.

4. \_\_\_\_\_ has complied with all the affirmative action  
requirements of the State of New Jersey including those required by P.L. 1975, c 127 and the rules and  
regulations issued by the Treasurer, State of New Jersey pursuant thereto.

5. I am aware that if \_\_\_\_\_ does not comply with P.L. 175,  
c 127 and rules and regulations issued pursuant thereto, that no monies will be paid by the State of New Jersey,  
County of \_\_\_\_\_, (City, Town, Borough) of \_\_\_\_\_  
until an affirmative action plan is approved . I am also aware that the contract may be terminated and the  
\_\_\_\_\_ may be debarred from all public contracts, for a period of up to five (5) years.

6. In the event my workforce increases to 50 employees, I must contact the State Affirmative  
Action Office and complete and Employees Information Report.

**Subscribed and sworn to**  
Before me this \_\_\_\_ day

\_\_\_\_\_  
\_\_\_\_\_ 20\_\_\_\_

Signature of Authorized Representative

\_\_\_\_\_  
(Seal) Notary Public of New Jersey

\_\_\_\_\_  
Name and Title

***MUST BE SUBMITTED WITH BID PROPOSAL***

**AFFIRMATIVE ACTION REGULATIONS:**

- A. Procurement of Service Contract: The parties to this contract agree to incorporate into this contract the mandatory language of subsection 3.4(a) of the Regulations promulgated by the Treasurer pursuant to P.L. 1975, C. 127, as amended and supplemented from time to time and the contractor or subcontractor agrees to comply fully with the terms, provisions, and obligations of said subsection 3.4 (a) provided that said subsection shall be applied subject to the terms of subsection 3.4 (d) of said Regulations.

The parties to this contract agree to incorporate into this contract the mandatory language of section 5.3 of the Regulations promulgated by the Treasurer pursuant to P.L. 1975, C. 127, as amended and supplemented from time to time and the contractor or subcontractor agrees to comply fully with the terms, provisions, and obligations of said section 5.3.

- B. Construction Contract: The parties to this contract agree to incorporate into this contract the mandatory language of subsection 3.4 (a) of the Regulations promulgated by the Treasurer pursuant to P.L. 1975, C. 127, as amended and supplemented from time to time and the contractor or subcontractor agrees to comply fully with the terms, provisions, and obligations of said subsection 3.4 (a) provided that said subsection shall be applied subject to the terms of subsection 3.4 (d) of said regulations.

The parties to this contract agree to incorporate into this contract the mandatory language of subsections 7.4 (a) and (b) of the Regulations promulgated by the Treasurer pursuant to P.L. 1975, C. 127, as amended and supplemented from time to time and the contractor or subcontractor agrees to comply fully with the terms, provisions, and obligations of subsections 7.4 (a) and (b).

Signature \_\_\_\_\_

Title \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_  
ZIP CODE

**NOTE: FORM MUST BE RETURNED WITH THE BID PROPOSAL.**

**CITY OF EAST ORANGE**  
**PROFESSIONAL SERVICE ENTITY INFORMATION FORM**

If the professional service Entity is an **INDIVIDUAL**, sign name and give the following information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Social Security No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

If individual has a TRADE NAME, give such tradename:

Trading As: \_\_\_\_\_ Telephone: \_\_\_\_\_

.....

If the professional service Entity is a **PARTNERSHIP**, sign name and give the following information:

Name of Partners: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Federal I.D. No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Social Security No.: \_\_\_\_\_

Signature of authorized Agent: \_\_\_\_\_

.....

If the professional service Entity is an **INCORPORATED**, sign name and give the following information:

State under whose laws incorporated: \_\_\_\_\_

Location of principal office: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Federal I.D. No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Name of agent in charge of said office upon whom notice may be legally served.

.....

Telephone No.: \_\_\_\_\_ Name of Corporation: \_\_\_\_\_

Signature: \_\_\_\_\_ By: \_\_\_\_\_

## QUALIFICATION AFFIDAVIT

The CITY OF EAST ORANGE reserves the right to reject the bid of any bidder who has previously failed to perform properly or to complete on time, contracts of a similar nature; who is not qualified to perform the contract; or who has repeatedly or without good cause failed to pay bills or otherwise failed to perform its obligations to subcontractors, materialmen, employees of this or any other government body or agency in similar contracts. In determining the lowest responsible bidder and its qualifications, the following elements, in addition to those above mentioned, will be considered; Whether the bidder (1) maintains a permanent place of business; (2) has adequate plant and equipment available to do the work properly and expeditiously; (3) has suitable financial resources to meet the obligations incident to the work; (4) has appropriate technical experience.

Each bidder must supply the following certified statement. Failure to do so shall be deemed a material defect in the bid, resulting in rejection of the bid:

State of New Jersey )  
County of \_\_\_\_\_) SS:

I am the (President, Partner, Owner) of \_\_\_\_\_,  
\_\_\_\_\_, the bidder herein.

I know that the bidder, \_\_\_\_\_, has not previously failed to perform properly, or complete on time, contracts of a nature similar to that bid upon; is qualified to perform the contract; has not repeatedly or without just cause failed to pay bills or otherwise failed to perform its obligations to sub-contractors, materialmen, employees, of this or any other government or agency in similar contracts.

I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

\_\_\_\_\_  
Company Name

Subscribed and Sworn to  
Before me this \_\_\_\_\_ day  
Of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
Sign Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Notary Public of: \_\_\_\_\_  
My commission expires: \_\_\_\_\_

\_\_\_\_\_  
Print/Type Title

## **CITY OF EAST ORANGE SUBMISSION FORM**

1. Names and roles of the individuals who will perform the services and description of their education and experience with projects similar to the services contained herein including their education, degrees and certifications:

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2. References and record success of same similar service:

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3. Description of ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff):

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4. Cost details, including the hourly rates of each of the individuals who will perform services, and all expenses:

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Note: Attach additional sheets as necessary.

Firm \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Representative (Print): \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

**CITY OF EAST ORANGE**

**ACKNOWLEDGEMENT OF CORRECTIONS, ADDITIONS AND DELETIONS FORM**

I, \_\_\_\_\_

of the firm \_\_\_\_\_

Hereby acknowledge that any corrections, additions and/or deletions have been initialed and dated in  
this Submission Package.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Type or Print of affiant and Title, under Signature)

\_\_\_\_\_  
(Date)

## **STATEMENT OF INDEBTEDNESS**

Bidders shall provide as part of their bid a statement under oath that (a) they are not indebted to the CITY OF EAST ORANGE, (b) are not in breach of any contract previously awarded by the City and (c) are not a party to any pending action either at law or equity in which they are asserting an affirmative claim for damages or other relief against the CITY OF EAST ORANGE. Failure to provide the required statement shall disqualify the bidder.

\_\_\_\_\_  
(Name of Contractor)

\_\_\_\_\_  
(Type or print name of affiant under signature)

Subscribe and sworn to

Before me this \_\_\_\_\_ day

Of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Notary Public of \_\_\_\_\_

My Commission Expires \_\_\_\_\_



**CITY OF EAST ORANGE**

**EAST ORANGE, NEW JERSEY**

**AGREEMENT FOR PAYMENT OF COMMODITY**

The contractor or vendor realizes that as a Municipality, payment cannot be made on a bill presented basis.

Therefore, the contractor or vendor, hereby agrees to accept payment within a reasonable time after presentation of invoice and properly executed documentation as well as signed vouchers pertaining to same.

Payment in the normal circumstance should not exceed 60 days.

\_\_\_\_\_  
**Name of Official for Company**

\_\_\_\_\_  
**Name of Company or Business**

\_\_\_\_\_  
**Address**

Date: \_\_\_\_\_

## APPENDIX A

### LETTER OF QUALIFICATION

(Note: To be typed on Respondent's Letterhead. No modifications may be made to this letter)

[insert date]

Attn: Lisa L. Jackson, Q.P.A.  
Purchasing Agent  
City of East Orange  
44 City Hall Plaza  
East Orange, NJ. 07018

Dear Ms. Jackson:

The undersigned have reviewed our Qualification Statement submitted in response to the Request for Proposal (RFP) issued by the City of East Orange ("City"), dated [insert date], in connection with the City's need for services of a Budget Consultant (City Council).

We affirm that the contents of our Qualification Statement (which Qualification Statement is incorporated herein by reference) are accurate, factual and complete to the best of our knowledge and belief and that the Qualification Statement is submitted in good faith upon express understanding that any false statement may result in the disqualification of (Name of Respondent).

(Respondent shall sign and complete the spaces provided below. If a joint venture, appropriate officers of each company shall sign.)

Signature of Chief Executive Officer: \_\_\_\_\_

Typed Name and Title: \_\_\_\_\_

Type Name of Firm: \_\_\_\_\_

Dated: \_\_\_\_\_

## APPENDIX B

### LETTER OF INTENT

(Note: To be typed on Respondent's Letterhead. No modifications may be made to this letter)

[insert date]

Attn: Lisa L. Jackson, Q.P.A.  
Purchasing Agent  
City of East Orange  
44 City Hall Plaza  
East Orange, NJ. 07018

Dear Ms. Jackson:

The undersigned, as Respondent, has (have) submitted the attached Qualification Statement in response to a Request for Proposal (RFP), issued by the City of East Orange ('City'), dated [insert date] in connection with the City's need for services of a Budget Consultant (City Council).

(Name of Respondent) HEREBY STATES:

1. The Qualification Statement contains accurate, factual and complete information.
2. (Name of Respondent) agrees (agrees) to participate in good faith in the procurement process as described in the RFP and to adhere to the City's procurement schedule.
3. (Name of Respondent) acknowledges (acknowledge) that all costs incurred by it (them) in connection with the preparation and submission of the Qualification Statement and any proposal prepared and submitted in response to the RFP, or any negotiation which results there from shall be borne exclusively by the Respondent.
4. (Name of Respondent) hereby declares (declare) that the only persons participating in this Qualification Statement as Principals are named herein and that no person other than those herein mentioned has any participation in this Qualification Statement or in any contract to be entered into with respect thereto. Additional persons may subsequently be included as participating Principals, but only if acceptable to the City.
5. (Name of Respondent) declares that this Qualification Statement is made without connection with any other person, firm or parties who has submitted a Qualification Statement, except as expressly set forth below and that it has been prepared and has been submitted in good faith and without collusion or fraud.
6. (Name of Respondent) acknowledges and agrees that the City may modify, amend, suspend and/or terminate the procurement process (in its sole judgment). In any case, the City shall have any liability to the Respondent for any costs incurred by the Respondent with respect to the procurement activities described in this RFP.

7. (Name of Respondent) acknowledges that any contract executed with respect to the provision of [insert services must comply with all applicable affirmative action and similar laws. Respondent hereby agrees to take such actions as are required in order to comply with such applicable laws.

(Respondent shall sign and complete the spaces provided below. If a joint venture, appropriate officers of each company shall sign.)

Signature of Chief Executive Officer: \_\_\_\_\_

Typed Name and Title: \_\_\_\_\_

Type Name of Firm: \_\_\_\_\_

Dated: \_\_\_\_\_